



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF THE CHIEF FINANCIAL OFFICER (OCFO)**

**Position Vacancy Announcement**

SERVICING PERSONNEL OFFICE/UNIT: **OMA, Human Resources Division**

ANNOUNCEMENT NO: <b>04-EP-OCFO-0008</b>	POSITION: <b>Agency Fiscal Officer (AFO)</b>
POSITION SERIES: <b>DS – 501</b>	POSITION GRADE: <b>DS – 14/1 – 15/10</b>
OPENING DATE: <b>July 16, 2004</b>	CLOSING DATE: <b>Open Continuously</b>
IF "OPEN UNTIL FILLED," FIRST SCREENING DATE: <b>August 2, 2004</b>	SALARY RANGE: <b>\$74,334 - \$112,434</b>
	TOUR OF DUTY: <b>Full-Time</b>
WORKSITE: <b>301 C Street, N.W.</b>	AREA OF CONSIDERATION: <b>Unlimited</b>
PROMOTION POTENTIAL: <b>DS-15</b>	NO. OF VACANCIES: <b>One (1)</b>
AGENCY: <b>Department of Motor Vehicles (DMV)</b>	DURATION OF APPOINTMENT: <b>Permanent</b>

This position is **NOT** in a collective bargaining unit.

**BRIEF DESCRIPTION OF DUTIES** – Responsible for the development, planning, execution, supervision and monitoring of the operating and capital budgets, the grants management and financial management programs for one, or a combination of several agencies within the D.C. government. Utilizes strong professional knowledge of accounting and financial management principles, methods and techniques to develop financial and fiscal policies, plans, procedures, goals and systems required by the agency. Monitors controls over the organization's activities and programs through the use of accounting and fund control systems, funds allocation, financial product development and financial system review and design. Reviews both the capital and operating budget proposals, examines and reports work progress on budget and grants program accomplishments. Interacts with top-level agency and OCFO officials to ensure understanding and adherence to effective financial management principles. Serves as a member of the agency management team, providing authoritative advice on accounting, budget, and a wide range of financial management issues. Oversees supervision of agency staff involved in ensuring sound financial management within the agency while securing maximum benefit from available financial resources.

**QUALIFICATIONS REQUIREMENTS:** -One (1) year of Specialized Experience equivalent to at least the next lower grade level is required. In addition, applicant must possess a degree in accounting (or a related field such as business administration, finance, or public administration) that included or was supplemented by 24 semester hours in accounting. The 24 hours in accounting may include up to 6 hours of credit in business law - OR - Applicant may substitute a combination of education and experience which includes at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college-level education and training that provided professional accounting knowledge. The applicant's background must also include 24 semester hours in accounting or auditing courses of appropriate type and quality; or a certificate as a Certified Public Accountant or a Certified Internal Auditor, obtained through written examination; or completion of the requirements for a degree that included substantial course work in accounting or auditing.

**SPECIALIZED EXPERIENCE:** Experience that has provided the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level in the normal line of progression for the occupation in the organization.

**SELECTIVE PLACEMENT FACTOR(S):** None

**SUBMISSION OF RANKING FACTORS:** The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER. PLEASE SEND AS AN ATTACHMENT TO YOUR RESUME.** Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc. that demonstrate the degree to which you possess the job related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. **KNOWLEDGE:** Expert accounting, budgeting, financial reporting, statistical analysis and financial management knowledge and the proven ability to utilize fundamental and diversified professional accounting principles, methods, techniques, theories, practices and systems to formulate and execute a budget and achieve a wide range of financial management objectives.
2. **LEADERSHIP:** Strong leadership skills, including the ability to select, develop and supervise subordinates and expertly communicate strategies and goals to achieve desired results.
3. **JUDGMENT:** Ability to apply a high level of sound, independent judgment, in the solution of financial problems and the administration of the financial management process.
4. **PROGRAM AND MISSION ACCOMPLISHMENT:** Ability to organize, analyze, interpret and evaluate financial data to reach conclusions and solutions that assist in attaining overall agency objectives. Ability to plan, direct and coordinate complex financial management programs.

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SUBSTITUTION OF EDUCATION FOR EXPERIENCE WILL BE ALLOWED AS DEFINED BY OPM'S X-118, QUALIFICATIONS STANDARDS. HOWEVER, IN ORDER TO RECEIVE CREDIT, YOU MUST SUBMIT OFFICIAL PROOF OF EDUCATIONAL ATTAINMENT WITH YOUR APPLICATION. TIME-IN-GRADE REQUIREMENTS ARE APPLICABLE. APPLICANTS CLAIMING VETERAN'S PREFERENCE MUST SUBMIT OFFICIAL PROOF WITH THE APPLICATION.

DRUG-FREE WORKPLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NOT LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

**WORKING CONDITIONS:** Office Environment

**PHYSICAL EFFORT:** Sedentary

**ALL POSITIONS NOT IN THE COLLECTIVE BARGAINING UNIT SERVE AT THE PLEASURE OF THE CFO AND MAY BE TERMINATED AT WILL.**

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**HOW TO APPLY:** IN ORDER TO BE CONSIDERED, ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER DC GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA APPLICATION, [DC2000](#); AND A SEPARATE SHEET ADDRESSING **ALL** OF THE RANKING FACTORS. FAILURE TO RESPOND TO ALL OF THE RANKING FACTORS WILL RESULT IN DISQUALIFICATION FROM CONSIDERATION. "A NON-COMPETITIVE SELECTION OF A CANDIDATE ON THE AGENCY'S REEMPLOYMENT PRIORITY LIST OR THE DISPLACED EMPLOYEE'S PRIORITY LIST WILL RESULT IN CANCELLATION OF THIS ANNOUNCEMENT."

## WHERE TO APPLY:

Twana Brooks  
OCFO – OMA – Human Resources  
941 North Capital Street, N.E., Suite 1200  
Washington, DC 20002  
Phone: (202) 442-6523 Fax: (202) 442-6413

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**RESIDENCY PREFERENCE AMENDMENT ACT OF 1998:** An external applicant for a position in the OCFO who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the 'Residency Preference for Employment' form, [DC 2000RP](#), and submitting it with the employment application, [DC 2000](#). To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application. This preference is only granted upon initial appointment.

**NOTICE OF NON-DISCRIMINATION** - In accordance with the D.C. Human Rights Act of 1977, as amended, D.C. Official Code section 2-1401.01 *et seq.*, (Act) the District of Columbia does not discriminate on the basis of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination, which is also prohibited by the Act. In addition, harassment based on any of the above, protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

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**SALARY REDUCTION OF REEMPLOYED ANNUITANTS:** An individual selected for employment in the District Government on or after January 1, 1980, who is receiving an annuity under District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

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**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OMA HUMAN RESOURCES**

OFFICE OF THE CHIEF FINANCIAL OFFICER

AN EQUAL OPPORTUNITY EMPLOYER